

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS
OPEN SESSION MINUTES
SEPTEMBER 08, 2021

1. **CALL TO ORDER/GREETINGS:** Board President, Dr. Mark Bailey, called the meeting to order at 1:04pm and welcomed everyone to the open session.

Board Members Present: Dr. Mark Bailey, President; Michele Kutta, 1st Vice President; Robert Lang, 2nd Vice President; Kirk Helfenbein, Secretary; Dr. James Kalshoven; Robert Bradshaw; Brandon Wylie; Melanie Oppat; Rev Richard Mosley, and Suzanna Kuriadom.

Board Member Absent: Sheria Jennings.

Board Staff Present: Christy Collins, Executive Director; Zakiyyah Holmes, Licensing Coordinator; Jessica Terry, Office Secretary; Bethan Haaga, Esq., Board Counsel.

July 14, 2021 Meeting Minutes: Robert Lang made a motion, which was Seconded by Dr. James Kalshoven, and the Board unanimously approved the minutes as written.

2. **PRESIDENT'S REMARKS:** Dr. Bailey thanked everyone for joining today's open session. Dr. Bailey remarked on the recent holiday, Labor Day, expressing belated wishes of a safe and happy holiday for all.

3. **ADMINISTRATIVE REPORT:** Executive Director Collins welcomed everyone back to FY22 monthly Board meetings, following the brief scheduled Board recess in August. Executive Director Collins reminded everyone that the office continues to be open Monday through Friday from 8am until 4:30pm, document drop offs will be accepted until 4pm daily. Please call the office in advance if you plan on reporting to the office, to ensure that a staff member is available to assist you. Executive Director Collins highlighted the following points of contact: Office Address – 4201 Patterson Avenue • Baltimore, MD • 21215. Board Phone Number – (410) 764 – 4792. Executive Director Collins advised licensees to utilize the Board website for the most updated information and application forms.

4. **COMMITTEE REPORTS:**

- a. **Executive Committee:** Dr. Bailey reported the FY22 budget update: FY21 Revenue - \$143,782.54, FY22 Revenue - \$24,921.00, FY22 Expenditures - \$32,804.64, Fund Balance - \$135,898.90.
- b. **Family Security Trust Fund:** Chair, Dr. James Kalshoven, reported that the Family Security Trust Fund balance is \$1,142,349.99. Dr. Kalshoven noted an increase of \$538.64 from the previous meeting's report.
- c. **Pre-Need Committee:** Chair Robert Bradshaw reported that the committee has no report at this time.

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- d. **Establishment Committee**: Chair Kirk Helfenbein reported on the following:

Old Business: None.

New Business: None.

New Establishment: Chair Kirk Helfenbein presented the following applicant(s) for approval:

1. Beverly D. Cromartie Funeral Service, S. Stricker St. Baltimore, MD.
Motion for approval was made by the committee, which was seconded by Michele Kutta, and the Board unanimously approved the application.

New Restricted Establishment: None.

Change of Ownership: None.

New Crematory: None.

Mortuary Transport Company Permit: Chair Kirk Helfenbein presented the following applicant(s) for approval:

1. TT Transporters, LLC. Motion for approval was made by the committee, which was seconded by Michele Kutta, and the Board unanimously approved the application.
2. True Dignity. Motion for approval was made by the committee, which was seconded by Michele Kutta, and the Board unanimously approved the application.
3. PS Courier & Delivery Service, LLC. Motion for approval was made by the committee, which was seconded by Michele Kutta, and the Board unanimously approved the application.

Name Change Request: Chair Kirk Helfenbein presented the following applicant(s) for approval:

1. Jolley Memorial Chapel. New Establishment Name: Howell & Jolley Memorial Chapel, P.A. Funeral and Cremation Services. Motion for approval was made by the committee, which was seconded by Michele Kutta, and the Board unanimously approved the application.

- e. **Licensure Committee**: Chair Michele Kutta reported on the following:

Old Business: None.

New Business: Chair Michele Kutta reminded licensees to visit the Board website for our updated applications. If an outdated application is submitted, it will be returned with instructions to submit the current application forms in order to proceed.

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Apprentice: Chair Michele Kutta presented the following applicant(s) for approval:

1. Colby Byers; Sponsor - Craig Osborne, Osborne Funeral Home, PA. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.
2. Gaquaya Dollard; Sponsor – Lawrence Johnson, JB Jenkins Funeral Home. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.
3. Kelsey Hasenei; Sponsor – Russell Witzke, Candlelight Funeral Home by Craig Witzke. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.
4. Lavon Lucas; Sponsor - Wilson Wesley, Compassion Serenity Funeral Home. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.
5. Kelsey Ricci; Sponsor – Keith Nagata, Sol Levinson & Bros., Inc. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.
6. Tywanda Sullivan; Sponsor – Kenneth Bland, Holloway Funeral Home. Motion for approval was made by the committee, which was seconded by Robert Lang, and the Board unanimously approved the application.

Apprentice Change of Sponsor: None.

Courtesy Card: Chair Michele Kutta presented the following applicant(s) for approval:

1. Chad McGinn, Everly Funeral Home/Virginia. Motion for approval was made by the committee, which was seconded by Richard Mosley, and the Board unanimously approved the application.

Crematory Operator: Chair Michele Kutta presented the following applicants for approval: ** denotes recusal by Kirk Helfenbein

1. Cade Helfenbein - Chesapeake Cremation Center, LLC.** Motion for approval was made by the committee, which was seconded by Richard Mosley, and the Board unanimously approved the application.
2. Allison Medina – Mattingley, Gardiner Funeral Home, PA. Motion for approval was made by the committee, which was seconded by Richard Mosley, and the Board unanimously approved the application.

Executor (Personal Representative): Chair Michele Kutta presented the following applicant(s) for approval:

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1. Charles Redd, Personal Representative, Executor License, Redd Funeral Service. Motion for approval was made by the committee, which was seconded by Richard Mosley, and the Board unanimously approved the application.

Funeral Director: None.

Mortician: Chair Michele Kutta presented the following applicants for approval:

1. Melanie MacConnell, Kaufman Funeral Home. Motion for approval was made by the committee, which was seconded by Richard Mosely, and the Board unanimously approved the application.
2. Hunter Martin, Osborne Funeral Home. Motion for approval was made by the committee, which was seconded by Richard Mosely, and the Board unanimously approved the application.
3. Maurice Smith, Howell Funeral Home. Motion for approval was made by the committee, which was seconded by Richard Mosely, and the Board unanimously approved the application.
4. Caitlin Starkweather, Eckhardt Funeral Chapel. Motion for approval was made by the committee, which was seconded by Richard Mosely, and the Board unanimously approved the application.

Mortician Reinstatement/Reactivation: None.

Mortician by Waiver of Apprenticeship: Chair Michele Kutta presented the following applicant(s) for approval:

1. Lawrence Jackson – Lawrence Jackson Funeral Home, North Carolina. Motion for approval was made by the committee, which was seconded by Richard Mosely, and the Board unanimously approved the application.

Registered Transporters: Chair Michele Kutta presented the following applicant(s) for approval:

1. Evrette Adams, DHR Transport Service. Motion for approval was made by the committee, which was seconded by Richard Mosely, and the Board unanimously approved the application.
2. Brooke Brown, Anatomic Gifts Registry and Cremation Center. Motion for approval was made by the committee, which was seconded by Richard Mosely, and the Board unanimously approved the application.
3. Channel Clark; True Dignity Transport, LLC. Motion for approval was made by the committee, which was seconded by Richard Mosely, and the Board unanimously approved the application.
4. Trina Grady, Metropolitan Funeral Service. Motion for approval was made by the committee, which was seconded by Richard Mosely, and the Board unanimously approved the application.

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5. Antoinetta Roseborough; True Dignity Transport, LLC. Motion for approval was made by the committee, which was seconded by Richard Mosely, and the Board unanimously approved the application.
6. Martin Roseborough, Sr.; True Dignity Transport, LLC. Motion for approval was made by the committee, which was seconded by Richard Mosely, and the Board unanimously approved the application.
7. Emerson Smith; PS Courier & Delivery Service, LLC. Motion for approval was made by the committee, which was seconded by Richard Mosely, and the Board unanimously approved the application.

Surviving Spouse: None.

- f. **Continuing Education Units Committee:** Chair Melanie Oppat reported on the following:

Old Business: Chair Melanie Oppat reminded all licensees if they would like to receive one CEU credit for attending today's virtual meeting to please email their name and license number to our Board Office at mdh.bomfd@maryland.gov.

New Business: Dr. Bailey reminded licensees to check the Board website for Board approved CEU courses, particularly for the Maryland pre-need courses, to ensure the course(s) you chose will satisfy the continuing education requirements.

The following educational offerings are considered automatically approved pursuant to COMAR 10.29.05.03:

1. International Cemetery, Cremation & Funeral Association. *2021 ICCFA Fall Management & Leadership Conference* (5 CEUs), 9/14-16/21 Paradise Valley, AZ.
2. International Order of the Golden Rule. *2021 Virtual Leadership Summit* (3 CEUs), 09/21/21.
3. Kates-Boylston Publications
 - *Cremation Innovators Summit* (5.5 CEUs), 9/10/21 Providence, RI.
 - *Cremation Strategies Conference* (5.5 CEUs), 12/3/21 Hanover, MD.
 - *Funeral Service Business Plan Conference* (10 CEUs), 12/1-2/2021 Hanover, MD.
 - *Technology Think Tank* (5.5 CEUs), 9/9/21 Providence, RI.
4. Maryland State Funeral Directors Association. *Quarterly Business Meeting/Board Meeting* (1 CEU), 9/22/21 Grasonville, MD.
5. National Funeral Directors Association.
 - *2021 National Funeral Directors Association Annual Convention* (36 Courses, 55 total CEUs), 10/17-20/21 Nashville, TN.
 - *Association Rebound & Recovery: Hope for the Future* (1 CEU), 8/3/21 Charleston, SC.

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- *Better Boards, Better Meetings, Better Committees* (1.5 CEUs), 8/4/21 Charleston, SC.
 - *Breakout by Office* (2 CEUs), 8/2/21 Charleston, SC.
 - *Green Burials: Ritual and Ceremony* (1 CEU), 8/18/21 Virtual.
 - *NFDA Business Education Seminar* (5 CEUs), 9/21/21 Brookfield, WI.
 - *The Future of Work is Now – Are you Ready?* (1.5 CEUs), 8/3/21 Charleston, SC.
 - *Values Based Leadership: Better Decisions, Better Motivation, Extraordinary Results* (1 CEUs), 8/4/21 Charleston, SC.
6. New Jersey Funeral Service Education Corporation. *2021 Funeral Directors Convention and Expo* (10 CEUs). 9/21-23/21 Atlantic City, NJ.

Chair Melanie Oppat presented the following continuing education credits for approval:

1. Annette R. March-Grier/March Funeral Homes & T. Rowe Price. *The Grief Journey: A Transformative Experience* (2 CEUs). 9/10/2021, Roberta's House Family Grief Support Center. Motion for approval was made by the committee, which was seconded by Michele Kutta, and the Board unanimously approved the application.
2. DelMarva Funeral Service Association. *Ground Penetrating Radar to Locate Unmarked Graves* (2 CEUs). 9/14/21, Parsons Cemetery. Motion for approval was made by the committee, which was seconded by Dr. James Kalshoven, and the Board unanimously approved the application.

g. Legislative Committee: Co-Chair Brandon Wylie reported on the following:

Old Business: The committee continues to await comment from the Secretary in regards to the proposed modifications to COMAR 10.29.03.01-.07 Inspection of Funeral Establishments and Funeral Service Business, COMAR 10.29.06 Pre Need Contracts, 10.29.09 Apprenticeship Requirements, and 10.29.12 Advertising.

New Business: None.

5. **OLD BUSINESS:** Dr. Bailey reminded establishment licenses that inspections are required and forthcoming. To prepare for upcoming inspections, please visit the Board website to review current inspection forms as well as COMAR regulation 10.29.03 Inspection of Funeral Establishments and Funeral Service Businesses.
6. **NEW BUSINESS:** None.
7. **UPCOMING REMINDERS:** Dr. Bailey announced reminders of the following:

- Next Open Session Board Meeting – Wednesday October 13, 2021 at 1pm,

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virtually: Google Meets

- Jurisprudence Exam – Tuesday, October 5, 2021. Location: Taylor Funeral Home – Annapolis, MD
- Practical Exam – Thursday, October 7, 2021. Location: Maryland State Board of Anatomy: 655 West Baltimore St, Baltimore MD 21201

8. CLOSING STATEMENT: At this time the Board, Board Counsel, ED, and staff will be moving to our Administrative and closed session on this day September 8, 2021 at 1:37 p.m. The Board will discuss matters not subject to the Open Meetings requirements contained in the General Provisions Article, Section 3. In particular, the Board will be discussing:

- Disciplinary matters, application deficiencies, and complaints which are required to be kept confidential pursuant to Gen. Prov. 3-305(b)(2) which protects the privacy of individuals, and COMAR 10.31.01.05 which provides that Board investigations are confidential.
- Employment vacancy for an inspector/investigator, which is a personnel matter to be discussed in closed session pursuant to Gen. Prov. 3-305(b)(1).
- Paperwork required to be filed by board members, which is an administrative function to which the Open Meetings Act doesn't apply, per Gen. Prov. 3-103(a)(1).

9. ADJOURNMENT: Dr. James Kalshoven made a motion for adjournment, seconded by Robert Bradshaw, and with no objection, the meeting was adjourned at 1:39 p.m.